



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Operations Liaison Alternative Education & Special Education (Connections)

Class Code: 1645

Work Days: 225

GENERAL PURPOSE

Provide management assistance and analysis to staff in Special Education Services (Connections) Alternative Education (ACCESS); serve as a liaison between Connections and ACCESS and the Human Resources Unit and the Administrative Services Division; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Serve as a liaison for Connections and ACCESS and the Administrative Services Division, including Fiscal Services, Payroll, Contracts, Purchasing, Facilities, and Human Resources regarding a variety of personnel and other matters, including position control.
 3. Prepare, evaluate, and update a variety of reports regarding Connections and ACCESS staffing and operations for Connections and ACCESS senior leadership.
 4. Act as a major resource to Connections and ACCESS management and staff regarding Human Resources and other administrative policies and procedures; confer with program and Human Resources as needed to develop and suggest recommendations for changes in division processes.
 5. Research and make recommendations related to staffing, classifications, and policies to meet program needs.
 6. Provide staff assistance to Connections and ACCESS senior leadership on special projects related to OCDE procedures, activities, and operations.
 7. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
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8. Manage, track, and maintain Connections and ACCESS purchases and contracts; develop and/or update reports; provide technical expertise, guidance, and assistance to staff; and initiate contract services between vendors and Connections and ACCESS programs.
 9. Review, monitor, and track ACCESS Administration budgets; maintain related records and documentation; collaborate with Fiscal Services regarding budget matters; relay information; and act as a resource for Connections and ACCESS regarding budgets.
 10. Develop and implement staff development for ACCESS administrative support staff; conduct analysis, develop content, and facilitate training sessions.
 11. Consult with management staff and provide input in developing the program's operational goals.
 12. Participate in developing Connections and ACCESS policies related to administrative operations.
 13. Demonstrate attendance sufficient to complete the duties of the position as required.
 14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles and practices of human resources.
4. Principles and methods of research.
5. Basic report preparation.
6. Pertinent federal, state, and local laws, education codes, and regulations, and standards/principles.

Ability and Skill to:

1. Interpret and explain OCDE, Connections, and ACCESS personnel policies and procedures.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional, technical, and employees; effectively delegate authority and responsibility.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Develop and present training materials.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in human resources, business, public administration, or a related field and four (4) years of human resources management or related experience or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is moderately-paced with variable pressure.